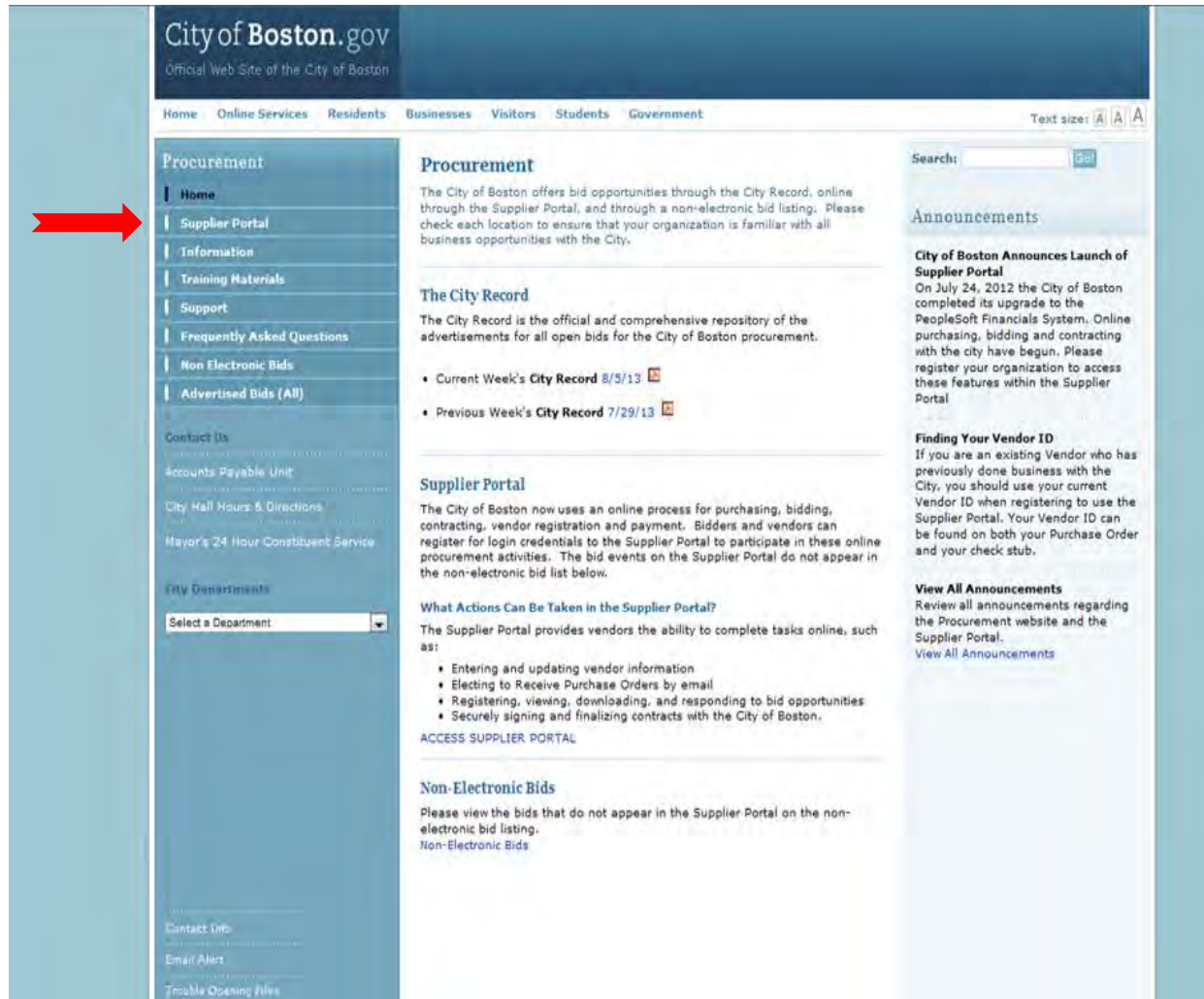


## Signing and Uploading a City of Boston Contract

1. Open a browser and type in [www.cityofboston.gov/procurement](http://www.cityofboston.gov/procurement)
2. Once you get to the City of Boston Procurement page click on the 'Supplier Portal' tab on the left hand side of the page



3. Enter your User Id and Password. Remember that these are *case-sensitive* so you'll want to be sure to enter them correctly.

**City of Boston Supplier Portal**

Home | Supplier Support | Sign out

**Login**

**Login as an Existing User**

User ID:

Password:

[Forgot User ID](#)  
Click here to email your User ID

[Forgot my password](#)  
Click here to reset your password

**Supplier Portal Registration**

**Register as a Sourcing Bidder**  
City of Boston's Bidders are suppliers which have access to view the City's Invitations for Bid, Requests for Proposal, and other procurement events. You must be registered in order to place a bid. In addition, registered suppliers can select categories of procurement which they want to be notified of. When a bid event is posted to the City of Boston Supplier Portal, Bidders who have selected that potential contract's relevant category of business may be notified of the event via email. Please use this registration process if you are looking to become a City of Boston supplier and need access to bidding functionality.

**Vendor Registration Form**  
City of Boston's Vendors have an existing agreement (contract, awarded bid, etc) between their company and the City. Vendors have all of the same access to place bid offers on future on future events that Bidders do. They also are able to maintain company information on their Vendor profile and see details of their contractual agreements with City of Boston. Please use this registration process if you are already an active City of Boston vendor looking to register as a supplier portal user.

**My Sell Events**

Event Name	Event Type	Start Date/Time	End Date/Time	Bid Status
16,500 GWW Dump Truck	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
12 Passenger Transport Vans (BCV)	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted
Fire Fighting Hose for the BFD	RFX	07/29/2013 12:00PM EDT	08/13/2013 12:00 PM EDT	Accepted
Dump Truck- 6 Wheeler (1)	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
Truck Mounted Aerial Platform Lift-1	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted

[See all of my events](#)

4. Once you've logged in, the 'Home' page should look like the example below. Please navigate from Main Menu > Manage Contracts > Maintain Contract Documents.

**City of Boston Supplier Portal**

Home | Supplier Support | Add to Favorites | Sign out

**Search Menu:**

**Top Menu**

- Manage Events and Place Rfx
- Manage Contracts
  - Maintain Contract Documents
  - Update Contract Deliverables
  - Review Contract Deliverables
- View Terms & Conditions
- Change My Password
- VENDOR eForm HomePage

**Highlight:**

Recently Used pages now appear under the Favorites menu, located at the top left.

Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

**My Sell Events**

Event Name	Event Type	Start Date/Time	End Date/Time
12 Passenger Transport Vans (BCV)	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT
16,500 GWW Dump Truck	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT
Fire Fighting Hose for the BFD	RFX	07/29/2013 12:00PM EDT	08/13/2013 12:00 PM EDT

[See all of my events](#)

5. When you get to the Maintain Contract Documents page be sure to clear out any search criteria that may be in there. **All the search fields must be blank.** Make sure the 'Pending Approval Signatures' box is checked.

City of Boston

Home | Report A Problem | Add to Favorites | Sign out

Favorites Main Menu > Manage Contracts > Maintain Contract Documents

New Window Help Customize Page http

### Maintain Contract Documents

#### Document Search

Document Administrator:

From Begin Date:  To Begin Date:

From End Date:  To End Date:

☐ All Documents ☒ Pending Approval/Signatures

Advanced Search Criteria

Search

List of Documents: Customize | Find | View | 1 of 1 | First | Last

Contract Document	Description	Document Status	Status Date/Time
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6. Click the 'Search' button and the contract that needs to be signed should appear.

City of Boston

Home | Report A Problem | Add to Favorites | Sign out

Favorites Main Menu > Manage Contracts > Maintain Contract Documents

New Window Help Customize Page http

### Maintain Contract Documents

#### Document Search

Document Administrator:

From Begin Date:  To Begin Date:

From End Date:  To End Date:

☐ All Documents ☒ Pending Approval/Signatures

Advanced Search Criteria

Search

List of Documents: Customize | Find | View | 1 of 1 | First | Last

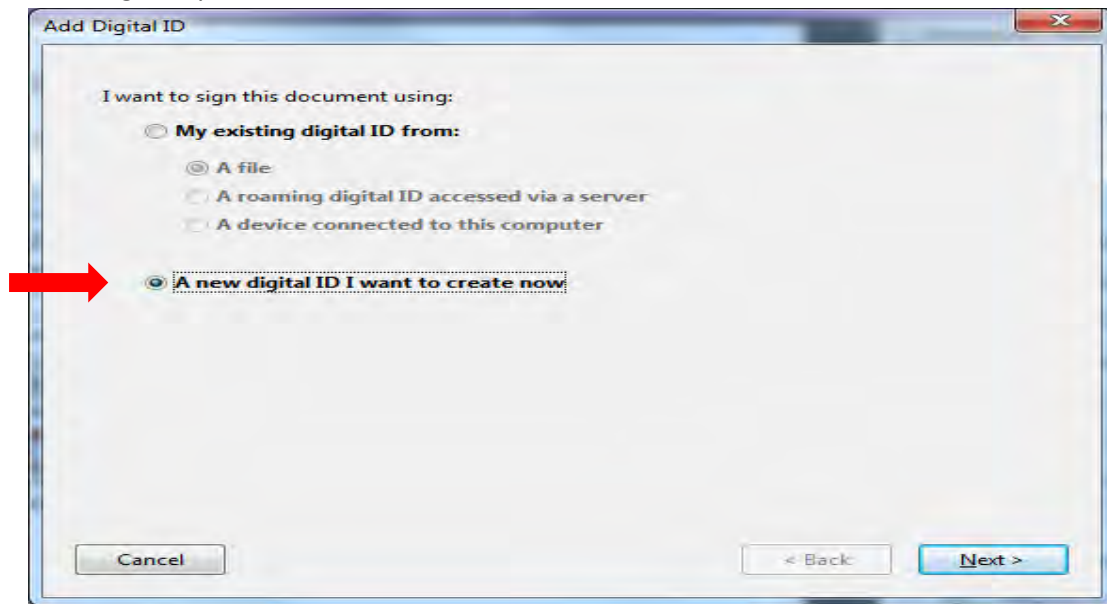
Contract Document	Description	Document Status	Status Date/Time
00000000000000000000000036523	Fuel-Harbor Response Vessels	Pending Signature	11/08/2012 9:44AM

7. Click on the Contract Document ID to open the Document Management page. Click on the 'Open Main Document for Signing' button.
  - a. *If your computer has a pop-up blocker enabled it may block the download of the document. When this happens you will need to click on the pop-up blocker message at the top of your screen and choose 'Allow Download'- you may be brought back to the search screen in step #5. If so, you will need to repeat steps 5 & 6.*

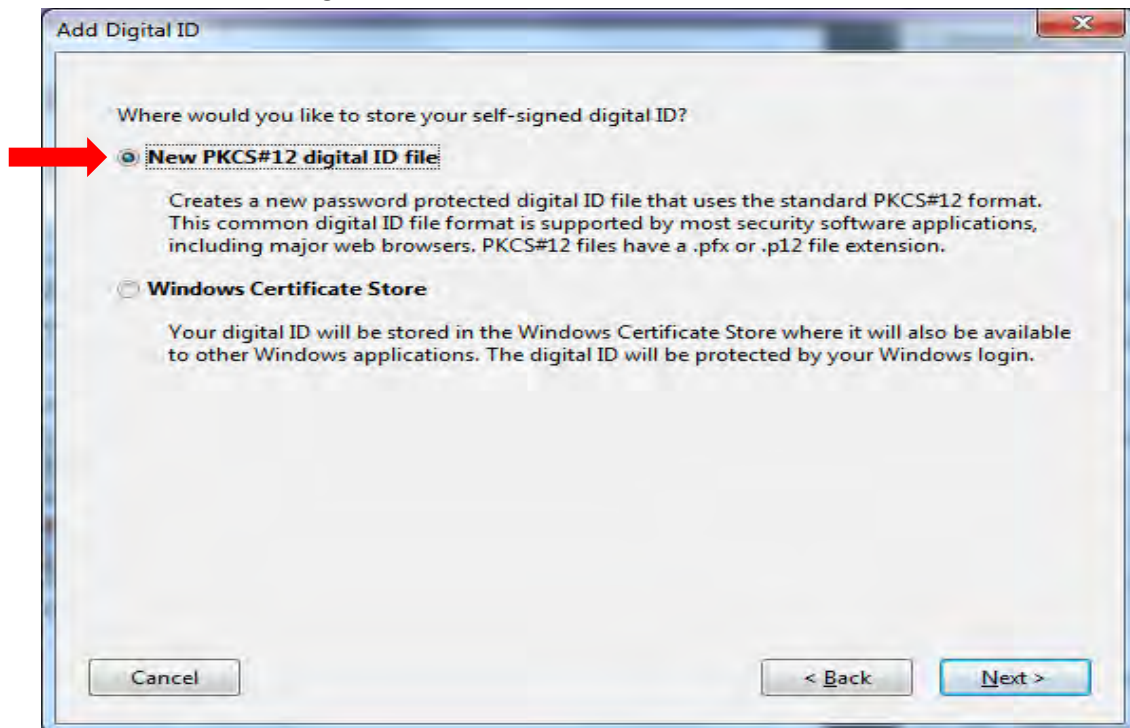
8. The contract will open in Adobe Reader.
  - a. *If your PC does not have Adobe reader software, a FREE version can be downloaded from <http://get.adobe.com/reader/>*
9. You will now click the middle signature box (Vendor/Contractor) to apply your signature.
  - a. *If this is your first time using Adobe Reader you will need to setup your Digital ID. This is a one-time setup that should be done at the time of signing your first contract on the Supplier Portal (Detailed steps and screenshots included below). If you already have your Digital ID setup, please skip to step 15.*



10. After clicking in the signature box on the document, you will see the 'Add Digital ID' message box if you do not already have a digital ID set up. Begin configuration of your new digital ID by selecting that you want to create a new ID and click 'Next'.



11. Select 'New PKCS#12 digital ID file'. Then click 'Next'.



12. Add details about yourself and your organization. You can leave the 'Organizational Unit' field blank. Click 'Next'.

The screenshot shows the 'Add Digital ID' dialog box with the title bar 'Add Digital ID' and a close button. The main text reads: 'Enter your identity information to be used when generating the self-signed certificate.' The form contains the following fields and controls:

- Name (e.g. John Smith):** Text box containing 'Cameron Neely'. A red arrow points to this field.
- Organizational Unit:** Empty text box.
- Organization Name:** Text box containing 'Acme Company Inc.'. A red arrow points to this field.
- Email Address:** Text box containing 'cameron.neely@acmecoinc'. A red arrow points to this field.
- Country/Region:** Dropdown menu showing 'US - UNITED STATES'.
- Enable Unicode Support:** Unchecked checkbox.
- Key Algorithm:** Dropdown menu showing '1024-bit RSA'.
- Use digital ID for:** Dropdown menu showing 'Digital Signatures'.
- Buttons:** 'Cancel', '< Back', and 'Next >'.

13. Create a password for your digital ID. Enter your desired password in both the 'Password' field and the 'Confirm Password' field and click 'Finish'.

The screenshot shows the 'Add Digital ID' dialog box with the title bar 'Add Digital ID' and a close button. The main text reads: 'Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.' The form contains the following fields and controls:

- File Name:** Text box containing 'C:\Users\099816\AppData\Roaming\Adobe\Acrobat\10.0\Security\CameronN'. A 'Browse...' button is to the right.
- Password:** Password field with masked characters '\*\*\*\*\*'. A red arrow points to this field.
- Password Strength:** A visual indicator showing four green bars and the word 'Strong'.
- Confirm Password:** Password field with masked characters '\*\*\*\*\*'. A red arrow points to this field.
- Buttons:** 'Cancel', '< Back', and 'Finish'.

- [illegible]

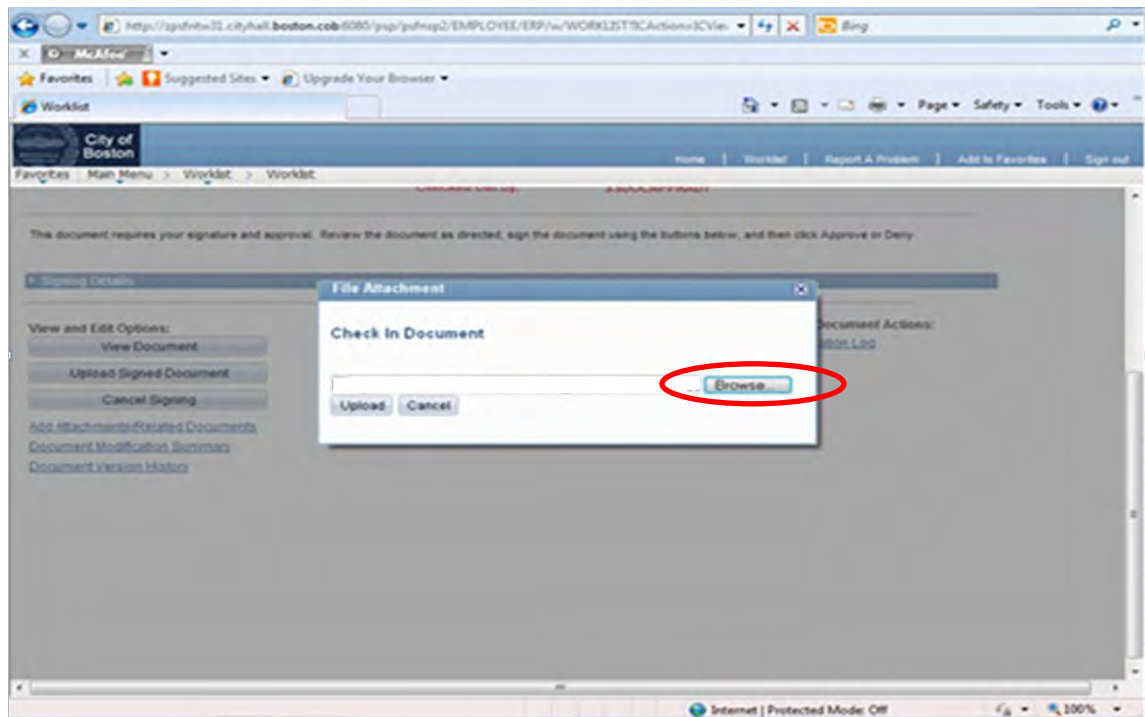
- [illegible]



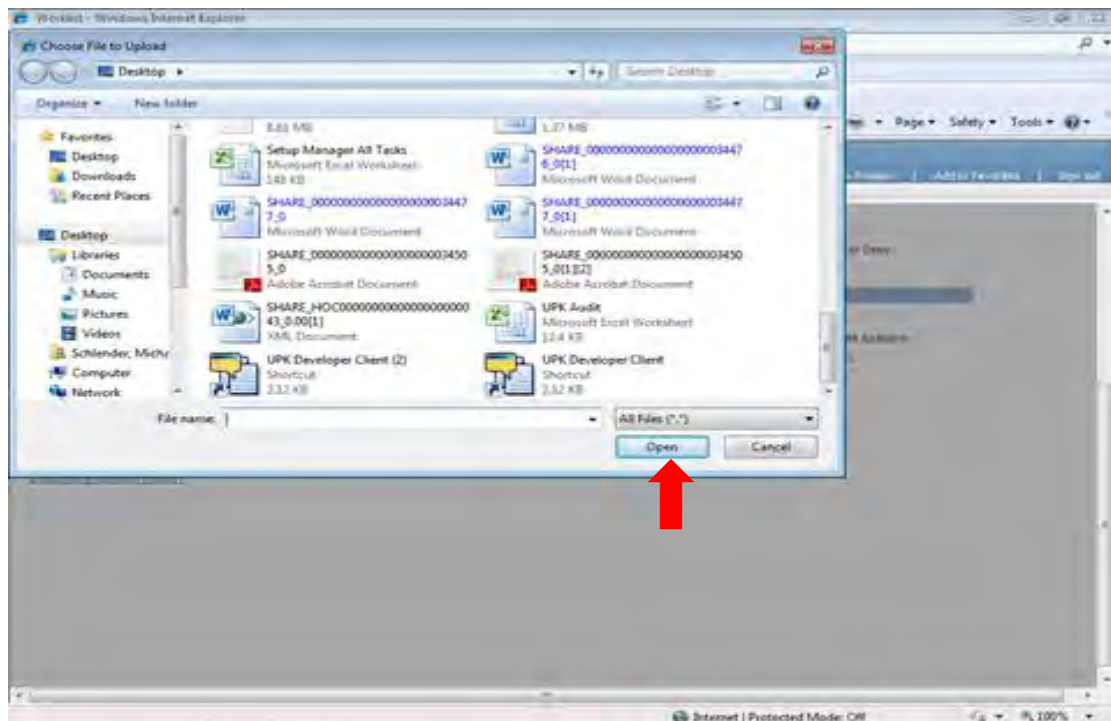




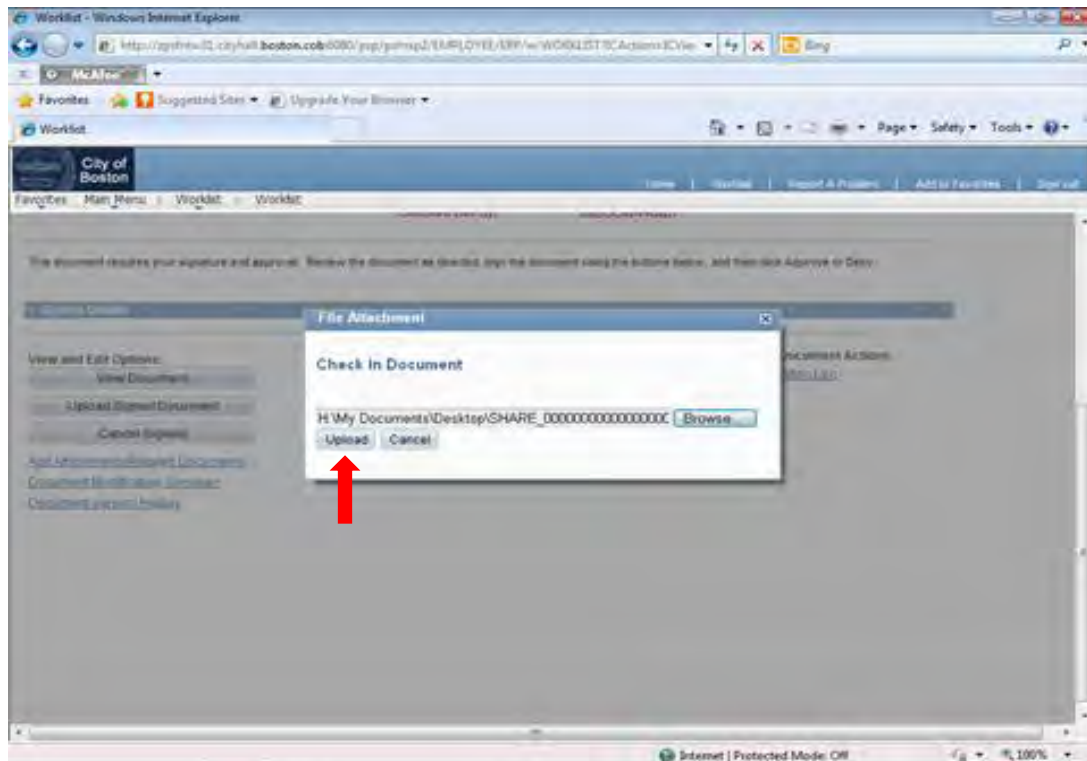
18. You now need to 'Browse' your PC and locate the signed document file you saved in Step #14.



19. Locate and click on the signed contract document that you just saved. Click Open.



20. Once you select the correct file simply click 'Upload'. This will save your signed document into the system.



21. Once the upload is complete you will be brought back to the Document Search page.

City of Boston

Home | Report A Problem | Add to Favorites | Sign out

Favorites Main Menu > Manage Contracts > Maintain Contract Documents

New Window ? Help Customize Page http

### Maintain Contract Documents

#### Document Search

Document Administrator:

From Begin Date:  To Begin Date:

From End Date:  To End Date:

☐ All Documents ☒ Pending Approval/Signatures

Advanced Search Criteria

Search

#### List of Documents

Customize | Find | View | Add | Print | 1 of 1 | Last

Documents More Details

Contract Document	Description	Document Status	Status Date/Time

22. The process is complete!

If you need assistance completing the electronic signature and uploading the signed Contract please feel free to contact the Vendor Support Desk by calling 617-961-1058 or e-mailing

[Paul.McCormack@cityofboston.gov](mailto:Paul.McCormack@cityofboston.gov)

Thank you,

**Paul McCormack**  
**Vendor & Bidder Support**  
**City of Boston Purchasing Department**  
**1 City Hall Plaza**  
**Boston Ma 02201**  
Tel. 617-961-1058  
Fax 617-635-2777